

Waukesha County 4-H Record Book Instructions

Updated: 02/28/2021



Extension
UNIVERSITY OF WISCONSIN-MADISON

Why do we do Record Books?

The purpose of 4-H record keeping is to teach how to keep records, which is an important life skill. Record keeping is an ongoing process that does not end when the 4-H year ends.

Objectives:

- To learn how to set goals, how to make plans for action, and self-evaluation.
- To learn the skills of record keeping and organization to use now and in the future.
- To learn to communicate and summarize.
- To learn responsibility by completing a task.
- To evaluate information that will market personal skills through future resumes and application forms.

Waukesha County Awards Program

All 4-H Youth - Participation Awards or CLOVER AWARDS: Bronze, Silver, or Gold.

- Determined by 1) Accumulated Participation Points (Permanent Record book pages) and 2) Clover points
- Required points are listed on the top of page 2 of the Clover Point section
- Open to any 4-H member who has the number of points required to achieve a Clover Award level
- A Clover Medal will be awarded at the County Recognition Event.

Project Medals and Honors

- Determined by leadership and growth in a project. Members are required to submit a copy of record book in a 3 ring binder.
- Open to 4-H members 6th grade and above

Leadership Awards – Experience Scholarships and Awards

- Scholarships to Space Camp, WI 4-H & Youth Conference, Citizenship Washington Focus trip, National 4-H Congress & Conference trips, and American Spirit trip.
- Awards include WI 4-H Key Award and Danforth Award.
- Open to 4-H members 5th grade and above
- Determined by participation in the Member Evaluation (ME) interview process in early Fall. Participants are required to submit a copy of record book in a 3 ring binder.
- Leadership Awards are presented at the County Recognition Event

Specific Youth Roles in 4-H

- Cloverbud – A member that is between grades K – 2. This age group is able to participate in the Cloverbud project.
- Junior Leader – Youth who work with an adult to lead project(s) or activity and is in the 7th grade or above. They must be enrolled in 4-H Online as a Youth Leader for the Project.
- Teen Leader – Youth who leads a project or activity. A Teen Leader must work independently (without an adult) in order to receive points for this category. They must be enrolled in 4-H Online as a Youth Leader for the Project.

Parts of the Record Book

- Permanent Pages
 - These pages keep track of all the activities and events that you participate in throughout your time in 4-H. Points accumulate over your 4-H career.
- Annual Pages - Completed each year
 - Record Book
 - About Me
 - Annual Goal
 - Year-End Summary
 - Participation Details
 - Clover Points
 - Project Sheets
 - My Cloverbud Project (if applicable)



See next pages in order for your binder.

1. About Me Page


This will be the 1st page in your printed out binder.
You will complete a new sheet each year.

- Complete the 4-H year in the upper right corner.
- Add a picture of yourself from the current year.
- Complete your personal information.
 - If using the Digital copy, the Project Sheet template has formulas included to copy your information automatically, including the year.
- After your record book is complete, you and your parent/guardian will sign.
- After completing your Clover Point sheet, update the line if you have earned a Clover Award.
- If you are participating in the County Awards & Experiences Interviews, please indicate this at the bottom.

Waukesha County Record Book

2019 - 2020
 4-H Year



NAME Clover Waukesha

ADDRESS 111 Four H Drive

CITY Waukesha STATE WI ZIP 53188

PHONE 444 - 444 - 4444

GRADE COMPLETED 10 AGE 16 Year in 4-H 8

PARENT/GUARDIAN NAME Mary and Joe Waukesha

CLUB NAME Clover Fun Club

Please sign and have your parent/guardian and your General Leader sign this page below. If you fail to complete this, you will be disqualified from any awards.

Member Signature	Parent/Guardian Signature
*Attention Seniors: I plan to graduate from 4-H this year	
General Leader Signature	Yes or No <u>No</u>

2. Annual Goal

Your Personal Goal for this Year

(OPTIONAL) Write below what you want to learn in the Waukesha County 4-H Program this year. Below is a tool to help guide you in writing your goal. Please share your overall goal for 4-H this year.

S	Specific: Write a specific goal that includes the Who, What, Where, When & Why.
M	Measure: Set criteria for measuring progress toward the attainment of each goal you set. How much, how many, how will I know when it is accomplished?
A	Attainable: When you identify goals that are most important to you, you begin to figure out ways you can make them come true.
R	Realistic: To be realistic, a goal must encourage an idea which you are both willing and able to work towards.
T	Time Bound: A goal should be carried out within a specific time frame.

Examples: I would like to learn how to sew this year. I am going to sign up for the Clothing project and attend project meetings and complete 1 sewing project at the 2020 County Fair.

As the newly elected Club President, I will complete our meeting agendas at least 1 week

Having a goal is like having a road map. If you do not know where you're going, you'll probably end up somewhere else. Would you take a trip without first deciding where you want to go? Of course not! That would be pretty hard to do! Setting goals for your 4-H projects and experiences is very much the same as deciding where you want to go on a trip. While there are lots of fun and educational activities planned by your 4-H club/group, you are the one who's in the driver's seat with your 4-H experience. Remember to also do a control test on your goal, meaning do you have control of the outcome or does someone else? If you do not have control, then you may not be successful.

3. Year-End Summary

The Year-End Summary will be completed each year. This is an opportunity to reflect on your 4-H year. Did you get out of 4-H what you were hoping? You may have to adjust your goal through the year and this is an opportunity to speak about how you had to overcome an obstacle or how you grew this year.

Cloverbuds complete the 'My Cloverbud Project'.

Year End Summary

Take a moment to reflect on your 4-H experience this year.

Include the following prompts in your story:

- Here are some ideas to help you start:
1. I enjoyed my 4-H experience because...
 2. 4-H has helped me to become a better community member by...
 3. I tried something new this year...
 4. Something(s) I want to try next year in 4-H is...
 5. Additional thoughts I would like to share are...

I enjoyed my 4-H experience this year because I was able to strengthen my leadership skills. I helped younger members at the County Jewelry project.

I signed up for a new project this year – crocheting. I was excited to be able to make myself and some of my family hats.

Next year I would like to try woodworking.

4. Permanent Pages (Participation Points)

These pages track your years of activity in 4-H. This would be similar to a resume. This should be completed starting your 1st year in 4-H.

Each year you will enter:

- 4-H year in the column which is your current # of years in 4-H.
- Number of club meetings held & attended
- Under Project Points, list out the projects that you are currently enrolled in and a '1' in the column of the year.
- Number of club meetings held & attended
- Participation points: For each activity that you participate in, enter a '1' (unless indicated '2' on the left column). For items that have a *, you will need to add details on the Annual Participation Points Details pages.
- If using the digital version, it will auto tally your points. If you have a printed copy, you will need to add up your points.
- Please reference the 'Permanent Record Book Help' for descriptions of each line.

[illegible]

5. Participation Points Details

When completing your Participation Points on your Permanent Pages, you will notice some line items are *. The activities that you participate in each year may change year over year. Your 5th year, you may be a member of your Club's Service Project committee and the next year you may not. The purpose of this page is to provide additional details to your General Leader on the items that you have participated in. If you have participated in the lines with the *, then you will need to complete a new Details sheet each year. This will also be helpful for you if you hold on to the sheets in the future as you can use the information for scholarships or applications.

PARTICIPATION POINTS - REQUIRED ADDITIONAL DETAILS

Year

Additional Details for Club Participation Points		
8	* Member of club committee	
9	* Chairperson of club committee	
10	* Club officer	
12	* Helped with club community service	
13	* Helped with club conservation or recycling	
14	* Helped with club recreation	
16	* Helped with community service not related to 4-H	
17	* Jr. Leader in a project or activity	
18	* Teen Leader in a project or activity (2)	
23	* Other 4-H Club Activity	
24	* Other 4-H Club Activity	
25	* Other 4-H Club Activity	
26	* Other 4-H Club Activity	
27	* Other 4-H Club Activity	
28	* Other 4-H Club Activity	
29	* Other 4-H Club Activity	
30	* Other 4-H Club Activity	
35	* Other 4-H Club Activity	

6. Clover Points

The Clover Points worksheet is used in determining the County Participation Awards.

For each activity listed, that you have participated in, record 1 point in the right column. Tally your points if you print out (digital version will calculate). At the end of the worksheet, record the total participation points you have for all your 4-H years (found in your [Permanent Pages](#) pg.9) and record the 'Total Clover Points The Year' earned. If you meet the Record Book Medal Requirements, record the Record Book Medal Earned This Year.

Please make sure to copy over your Record Book Medal earned to your [About Me](#) page (pg.7).

Activity Done This Year	Brief Description/Explanation	Points (1)
Attended 3/4 (75%) of club meetings (See *1 below)		
Attended 3/4 (75%) of project meetings		
Attended 4 or more Teen Council Meetings		
Junior or Teen Leader in a project or activity		
Participated OR exhibited in a Regional or State 4-H event (i.e. Wash. County Art Discovery Day)		
Did a demonstration/led a session at a 4-H event (See *6 below)		
Member of a club committee		
Member of a county committee		
Chairperson or Co-chairperson of a club committee		
Held a club office this year		
Held a county office this year		
Exhibited at Waukesha County Fair		
Participated in a county event (see *13 below)		
Participated in a County Fundraiser		
TOTAL CLOVER POINTS THIS YEAR	MAXIMUM: 14	0

Please note the following special instructions:

If your Club held 12 meetings, you must have attended 9, you must have attended 6. List these numbers, example:

A demonstration can be done at a Club or Project Meeting at a meeting, Fair, Fall Forum, or any other 4-H event.

This includes for example: Performing Arts Day, Summer clinics/workshops. This does NOT include county project MAQA and any pre-fair judging events.

CLOVER AWARD REQUIREMENTS

To earn a Record Book Medal, you must have the following number of points. See page 2 of the Record Book Instructions for more information.

Bronze award requires: 5 Clover Points & a total of 40 accumulated Participation Points
Silver award requires: 7 Clover Points & a total of 85 accumulated Participation Points
Gold award requires: 10 Clover Points & a total of 150 accumulated Participation Points



Accumulated
Participation
Points:
Please indicate your total:
Clover Points
earned: 0

RECORD BOOK MEDAL EARNED THIS YEAR: _____ Year _____

7. Project Sheets

- You will need 1 project sheet for each project you are enrolled in. A new sheet is required each year.
- If using the digital version, the 4-H year, Name & Club will be auto-filled from the 'About Me' page.
- Effective 2021, the Project Sheet has been modified.
 - Project Leader information
 - Jr. Leader or Teen Leader?
 - Goal for your Project
 - Meeting Attendance
 - Project Results – Project Costs & Project Value columns
 - All Projects use the same Project Sheet
 - One type of project sheet (animal and non-animal projects)

WAUKESHA COUNTY 4-H PROJECT SHEET

4-H Year: 0
 Club: 0

Name: _____

Project: _____ Number of Years in Project: _____

Did you work independently or with a project leader? _____

If applicable, Project leader name(s) _____

Are you a Teen or Junior Leader for this Project? Junior _____ Teen _____ No _____

A Junior Leader is a youth who works with an adult in a project. A Teen Leader(s) work independently with no adult leader in a project.

What is your goal for this project? *(example: I would like to learn how to take better portraits of people)*

PROJECT MEETING ATTENDANCE	Number Project Meetings Held	Club	County	Number Project Meetings Attended	Club	County

Project Events: (ie. Talks, Demonstrations, Tours, Shows, etc.)

Project Results				
Exhibit Description	Project Costs	Exhibited where	Ribbon	Project Value

What did you learn from this project? Please include any leadership opportunities that you had this year.

Supporting documentation

- Personalize your record book!
 - Pictures of projects behind the project sheets
 - Copy of Media with you being recognized
 - Newspaper clippings
 - Fair results
 - Club/County online pictures or name (Facebook, Instagram, Website)

My Cloverbud Project

This is a time when the youngest members are introduced to 4-H. The Cloverbud project sheet allows members to record their 4-H year with the option to draw or write.

Waukesha County 4-H Program
University of Wisconsin
4-H Youth Development

Participation Summary



CLOVERBUDS

A 4-H Discovery Program

My name is _____
My address is _____
I belong to the _____ Club.
This is my _____ year in the program. I am in the _____ grade in school.
The activities I worked on this year were _____



Draw a picture of your project or your favorite Cloverbuds Program Activity below.

This year I learned to: _____

University of Wisconsin-Extension, U.S. Department of Agriculture and
opportunities in employment and programming, including Title IX and A



Here are some
Pictures of me in
Cloverbuds!

Waukesha County 4-H Program-Cloverbuds-University of Wisconsin